

VILLAGE OF MAGNOLIA
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PUBLIC RECORDS POLICY

In Accordance With §149.43 of the Ohio Revised Code

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In order to facilitate prompt compliance with the Ohio Public Records Act (ORC §149.43), all persons seeking to inspect or obtain copies of Magnolia Police Department records are expected to comply with this policy. This policy does not apply to the use of records for official Police business by authorized individuals or to persons who desire to inspect or obtain copies of their own records.

Requests to inspect or copy public records may be made to either the Chief Of Police or his representative, the Village Mayor or the Village Clerk's Office. If a request is made directly to any other Village Employee, the staff are expected to promptly contact the Chief Of Police or his representative to begin the process.

Requests may be made in person, by telephone or in writing using the approved Public Records Request Form.

It is the responsibility of the requestor of public records to identify with clarity the records that are sought. The Police Department is under no duty to seek out and retrieve records that contain specific information that is of interest to a requestor. It is not appropriate to ask the Police Department to search for records containing selected information. For example, a request for any and all records containing any reference to a particular person or subject is overly broad and inappropriate. The Magnolia Police Department is under no obligation to create a record that contains the information requested if it does not already exist. Inspection is permitted during regular Police Department business hours (M-F 9 AM to 5 PM). However, not all records are available for inspection upon demand. Records must often be reviewed and non-public information redacted before inspection can be permitted.

Records will be made available for inspection within a reasonable period of time following the request. The amount of time will depend upon the number of records requested, the location of the records, the medium in which the records are stored, the need for legal review and the need to redact non-public information.

The Magnolia Police Department will provide copies of records at cost. However, not all records are available for copying upon demand. Records must often be reviewed and non-public information redacted before copying will be permitted. Copies will be provided within a reasonable period of time following the request. The amount of time will depend upon the number of records requested, the location of the records, the medium in which the records are stored, the need for legal review and the need to redact non-public information. Costs must be paid in advance before copies will be provided.

When a public records request is made to examine a personnel file, the employee, to the extent practicable, will be notified that his or her records have been requested and, if known, the name of the individual making the request.